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SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 2011

Functional Statement and Operating Procedure for
the Program Management Division

I General

- A. The Program Management Division shall be responsible for developing overall shipping, storage, and delivery programs for Office of Distribution (CCC) procured commodities, so that shipping commitments are made, direct shipments are made whenever more advantageous and warehousing is kept to a minimum; expediting deliveries and giving special attention to the fulfillment of particularly difficult shipping commitments and to solving the more difficult operating problems as they arise; assuming direct responsibility for the effectiveness of branch programs; working with other branches and divisions in order to integrate programs and operations of the Shipping and Storage Branch with related activities throughout the Office of Distribution; maintaining daily summary records on the status of the branch programs; and for the maintenance of vendor availability records and ordering from vendor to shipside for the express purpose of meeting scheduled delivery dates for specific programs.

II Organization

- A. The organization of the Program Management Division provides for three major operating sections and the Office of the Chief which are outlined as follows:
1. Office of the Chief
 2. Planning Section
 3. Managers Section
 4. Order and Reports Section

III Operating Policy and Responsibilities

- A. Employees of the Program Management Division shall have responsibility for the programs and work to which they are assigned and shall be responsible to their respective Chiefs as follows:
1. Personnel assigned to the sections are responsible to their Section Chiefs.
 2. Section Chiefs shall be responsible for administrative and operating problems in the sections and to the Chief, Program Management Division.
 3. The Chief, Program Management Division, shall be responsible for administrative and operating problems in the division and to the Chief, Shipping and Storage Branch.

- B. Section Chiefs and the Chief of the Division shall maintain a flexible organization which will permit temporary detail of personnel from their regular assignments to handle unusual work volume or to meet particular problems.

IV Method of Operation

- A. The functions enumerated for the Program Management Division shall be carried on in the following manner by the designated organizations.

1. Office of the Chief

- a. Directs the development of overall shipping, storage, and delivery programs for OD (CCC) procured commodities so that shipping commitments are made.
- b. Directs more advantageous shipments, keeping warehousing to a minimum.
- c. Expedites deliveries and gives special attention to the fulfillment of particularly difficult shipping commitments.
- d. Solves more difficult operating problems as they arise.
- e. Assumes direct responsibility for the effectiveness of branch programs.
- f. Collaborates with other branches and divisions in integrating programs and operations of the Shipping and Storage Branch.
- g. Directs the maintenance of daily summary records on the status of branch programs.
- h. Directs the maintenance of vendor availability records and the ordering from vendor to shipside for the express purpose of meeting scheduled delivery dates for specific programs.

2. Planning Section

- a. Develops analysis of the effectiveness of operations and programs.
- b. Formulates plans for anticipated programs.
- c. Develops and recommends plans for coordinating the program operations of Storage, Shipping, and Field Operations Divisions.

- d. Develops liaison improvement methods with other branches and agencies.
- e. Develops long-range shipping plans, taking into consideration procurement commitments and changing transportation and storage conditions.

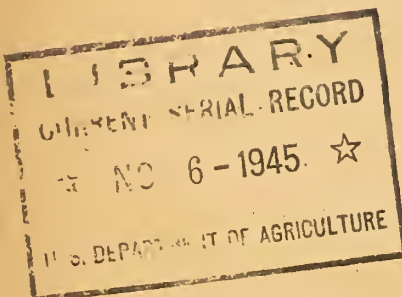
3. Managers Section

- a. Works through the Program Liaison Branch with the claimant representatives in the development of shipping commitment programs, regulating requirements to the availability of requisitioned commodities, transportation facilities, port conditions, storage facilities and tonnage.
 - (1) Prepares Requests for Delivery, Form FDA-560, ordering specific shipments to the claimant agencies, and transmits the requests for fulfillment to the Storage Division in case of warehouse availability and/ or to the Order and Reports Section, Program Management Division, in case of vendor availability.
- b. Expedites programs within the Branch and works with the Program Liaison and the Procurement and Price Support Branches in order to effectuate deliveries in accordance with shipping commitments.

4. Order and Reports Section

- a. Maintains summary records of the day-to-day status of shipping programs.
- b. Prepares operating and progress reports of amounts committed, shipped, on track, and in warehouses.
- c. Develops data and reports on shortages, over-supplies, and related problems.
- d. Develops data for use in developing delivery schedules, shipping allocations, and tonnage information, loading information, and other statistical material for use by the Planning and Managers Sections.
- e. Maintains summary information of FAS releases and out-port FAS Tonnage control for the Division.
- f. Maintains complete data on Office of Distribution commodities at vendor's points of origin (vendor availability).

- (1) Furnishes vendor availability information for the Division upon request.
 - (2) Maintains complete file of purchase abstracts from the Procurement and Price Support Branch.
- g. Orders shipment of commodities from vendor availability to shipside for specific programs.
- (1) On the basis of the Requests for Delivery, Form FDA-560, prepares Vendor Tickets, Form FDA-601, ordering commodities shipped.
 - (2) When Vendor Tickets are prepared, they shall be transmitted to the Shipping Division for routing, securing of the ODT permit, and issuance of an order ticket number.
 - (3) When Vendor Tickets have been completely serviced by the Shipping Division, shipping instructions shall be issued to the Regional Shipping and Storage Offices or the vendor.
 - (4) When Washington is the billing office, the Vendor Ticket shall be transmitted to the Document Servicing Section, Shipping Division, for the preparation of shipping documents.
 - (5) When shipping instructions have been issued, the Vendor Ticket shall be transmitted to the Document Servicing Section, Shipping Division for reproduction and distribution purposes.
- h. Purchase Abstracts shall be furnished the Storage Division on any vendor availability to be placed in storage, at which time, the Storage Division assumes responsibility for ordering and moving the commodity.
- (1) The delivery of Purchase Abstracts to the Storage Division for commodity movements to storage shall not be delayed.
 - (2) When vendor availability is not being immediately used for shipside delivery, the commodity being tendered shall not be kept in vendor availability indefinitely.



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General

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